

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
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Sacramento, California 95825
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July 23, 2001

In reply refer to:

1680 (N)

CA-944

EMS TRANSMISSION: 07/23/01

Instruction Memorandum No. CA-2001-052

Expires: 09/30/2001

To: All DSDs, CDD District Manager, and Field Managers

From: State Director

Subject: Proposed FY 2002 Program Elements (PEs) **DD: 07/31/01, 08/02/01**

The Washington Office (WO) is providing a window of opportunity for the States to identify proposed refinements in the PEs for FY 2002. The attached WO Instruction Memorandum No. 2001-177, dated July 16, 2001 (Attachment 1), asks each State to review the FY 2001 PE data sheets and submit recommendations for revisions, additions, and deletions in a consolidated response to the WO Budget Staff (WO-880) no later than August 3, 2001. The National Business Center will make corrections in the Federal Financial System tables by August 24, 2001 to implement the approved changes to allow field testing in early September. The existing FY 2001 PE data sheets, fund code matrix, PE summary crosswalk matrix, and a master list of PEs can be found on the Intranet Cost Management Home Page at <http://web.wo.blm.gov/abc>.

Field Managers and staffs are responsible for providing proposed recommendations for revisions, additions, and deletions to the PEs to each identified State Office contact (Attachment 2) by close of business **Tuesday, July 31, 2001**. State Office contacts will be the focal point for coordinating and consolidating proposed recommendations and then forwarding them electronically to the State Office (SO) Budget Staff by close of business **Thursday, August 2, 2001**, for a final consolidated California submission. A negative reply is requested from the State Office contact to the SO Budget Staff if there are no proposed recommendations for changes.

Proposed revisions to existing PEs should include a draft of the revised data specifications, with suggested

edits made directly on the data sheet using bold for added narrative and strikeouts for deleted narrative, along with a separate justification for the change. Individual data sheets can be downloaded into a WordPerfect file directly from the Intranet site for making edits. Proposed recommendations for adding or deleting PEs should be discussed with the appropriate national program office. Proposals for adding PEs should include a draft data specification sheet in the format used for existing PEs along with a separate justification. Proposals to delete PEs need only be accompanied by a justification.

During review, keep in mind that Headquarters is not in the position to make broad sweeping changes in the existing PEs, or change the current structure that relates the PEs to key work processes. The WO is primarily looking for changes that are absolutely critical to management and justification of programs.

Any questions concerning this data request should be directed to the identified State Office contact or the SO Budget Staff.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachments (2)

Attach. 1 - WO IM No. 2001-177 (3pp)

Attach. 2 - List of State Office Contacts for PEs (4pp)

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

July 16, 2001

In Reply Refer To:
1670/1680(830/880) N

EMS TRANSMISSION 07/16/2001
Instruction Memorandum No. 2001-177
Expires: 09/30/2002

To: Assistant Directors and State and Center Directors

From: Assistant Director, Business and Fiscal Resources

Subject: Proposed Fiscal Year (FY) 2002 Program Elements (PEs) DD: 08/03/2001
08/24/2001

Program Area: Budget development and execution, cost management, and workload and performance measurements. Subject guidance affects all program areas.

Purpose: This Instruction Memorandum (IM) establishes a process for the review of existing PEs; opens a window of opportunity for the Bureau of Land Management (BLM) Washington Office (WO) and Field Offices to identify proposed refinements in the PEs for FY 2002; and establishes an ongoing methodology for reviewing, approving, and implementing changes in the PE structure.

Policy/Action: Based on the WO and Field Office recommendations and the concurrence by the Director, the FY 2001 PE data sheets will be reviewed and revised for application in FY 2002, and the Workload and Performance Measure Modules will be prepared for FY 2002 implementation. The BLM will re-establish the Program Element Oversight Team, under the direction of the Budget Group (WO-880), to provide guidance and direction for the PEs/Workload Measure Management Initiatives.

Timeframe: Proposed refinements to the PEs, including a draft of the revised data specifications and justifications for the change, should be provided to WO-880 (Attention: Mary Trautner) no later than August 3, 2001. Assistant Directors and State/Center Directors are requested to submit a consolidated response for their organizations by this date. The Program Element Oversight Team will convene the week of August 13-17, 2001, to review the proposed changes and make recommendations to the Budget Officer. The National Business Center (NBC) will be notified of

the approved changes to be implemented and will make corrections in the Federal Financial System tables by August 24, 2001. Workload and Performance Module refinements would be Field Office tested in early September.

Budget Impacts: There should be minimal budget impacts. This request will require review from the WO and Field Office program staffs and managers staffs.

Background: Before the beginning of FY 2001, the WO program staffs, in association with various Field Office teams, reviewed every PE data sheet to improve its usefulness. Many PEs were deleted, added, combined, or modified. At the recent Cost Management Forum in Reno, Nevada, many Forum participants expressed the need to stabilize PEs and their associated data specifications so we can focus on accurate and consistent cost coding and be able to accomplish trend analyses. The need to establish a suite of PEs without altering the current PE/workload measure structure that can remain durable over time should be the key goal of this effort.

As we review the PEs, it is important that we keep in mind the requirements that we are trying to meet with the Cost Management Initiative. These include providing data for well informed management decisions, identifying work process improvements (efficiencies), justifying and allocating budgets, preparing financial statements, building baseline data for performance outcomes, and ensuring compliance with laws and regulations. All of these aspects are important to the BLM, and any change made to the PE structure must consider the impact on each aspect. We are requesting that you propose only PE changes that are absolutely critical to management and justification of programs under your area of responsibility. We are not in the position to make broad sweeping changes in the existing PEs or change the current structure that relates to PEs to key work processes.

The existing data sheets, fund code matrix, PE summary crosswalk matrix, and a master list of PEs can be found on the Intranet Cost Management Home Page at <http://web.wo.blm.gov/abc>. Please use bold for added narrative and strikeouts for deleted narrative directly on the data sheets. If you have suggestions for adding or deleting PEs, we request that you contact the national program offices to discuss your recommendations. The national program leads, through their respective Assistant Directors, are requested to submit their proposals for adding or deleting PEs to the Program Element Oversight Team through the WO-880, also by August 3, 2001. Program offices are requested to submit a draft data sheet with any proposal for adding PEs, along with justification for the proposed change.

Manual/Handbook Section Affected: N/A

Coordination: Development of this IM and process was coordinated with program staffs, the Management Systems Group (WO-830), and the National Business Center. The PEs and their data sheets have been reviewed by BLM WO program staffs. Several program offices coordinated review and suggestions with various Field Office staffs.

Contact: Please provide your State/program office feedback to Mary Trautner, WO-880, by e-mail or mail by August 3, 2001. If you have any questions, please contact Mary Trautner at 202-452-7716.

Signed by:
Roger L. Hildebeidel
Acting Assistant Director
Business and Fiscal Resources

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

Directives forwarded to State Director, CA-940, R. Nauert

07/16/01

State Office Contacts for Program Elements (PEs)

PE	Contact	Program Element Name FY2001 (Modified 03/05/2001)
AA	Tim Smith, Tony Staed	AA Outreach and Customer Services for Recreation Users
AC	Sean Hagerty, Dave McInay, Tim Smith, Lavonia Silva, Tony Staed	AC Outreach and Customer Services for Commercial Activities
AE	Tim Smith, Dave McInay, Lavonia Silva, Tony Staed, Paul Brink	AE Outreach and Customer Services for Natural and Cultural Heritage
AF	Terry Carter, Tony Staed, Ed Wehking, Dick Forester	AF Outreach and Customer Services to Reduce Threats to Publics and Property
AG	Lavonia Silva, Lance Bishop, Tony Staed	AG Outreach and Customer Services for Land Resource and Title Information
AH	Russ Kaldenberg, Lavonia Silva, Tony Staed	AH Outreach and Customer Services for Economic and Technical Assistance
AJ	Russ Kaldenberg	AJ Native American Coordination and Consultation
AL	Tim Smith, Paul Brink, Russ Kaldenberg, Rich Fagan, Lenore Thomas, Dianna Brink, Ed Lorentzen	AL Interpretation/Environmental Education
BA	Tim Smith	BA Recreation Resources Inventoried/Assessed
BC	Russ Kaldenberg	BC Non-Sec 106 Cultural Res and FLPMA/NEPA Paleontological Inventory
BE	Paul Brink	BE National Landscape Conservation Areas Assessed
BF	Dick Forester	BF Hazardous Materials Risk Sites Identified and Assessed
BG	Dick Forester	BG Other Hazard Sites Identified and Assessed
BH	Dick Forester	BH Abandoned Mine Land Sites Validated
BI	Lance Bishop	BI Geographic Data Acquisition and Maintenance
BJ	Lance Bishop	BJ Cadastral Survey Miles Approved
BK	Lance Bishop	BK Cadastral Survey Field Miles Completed
BL	Lance Bishop	BL Digital Cadastral Data Collected by BLM (GCDB)
BM	and Bishop	BM Digital Cadastral Data Collected by Other Organizations (GCDB)
BN	Lenore Thomas	BN Water Resources Inventory
BO	Dianna Brink	BO Soils Inventory
BP	Lenore Thomas	BP Watershed Assessment
BQ	Dianna Brink	BQ Ecological Site Inventory
BR	Dianna Brink	BR Shrub, Grassland Vegetation Inventory
BS	Dianna Brink	BS Weed Inventory
BT	Mel Berg	BT Forest and Woodland Vegetation Inventory
BU	Lenore Thomas	BU Wetland/Lakes Inventory
BV	Lenore Thomas	BV Stream/Riparian Inventory
BW	Russ Kaldenberg	BW BLM Museum Objects Catalogued
BX	Lavonia Silva	BX Public Land Records Management
BY	Tim Smith	BY Linear Recreation Assessments
BZ	Tim Smith	BZ National Designated Rivers and Trails Assessed
CA	Lenore Thomas	CA Sub-basin and Regional Assessments
CB	Ed Lorentzen	CB Wildlife and Plant Inventories
DA	Tim Smith	DA Recreation Activity Plans
DB	Dianna Brink	DB Commercial Activity Plans
DC	Paul Brink	DC Wilderness, WS Rivers and National Trail Activity Plans
DD	Dick Forester, Jim Francis, Terry Carter	DD Public Health, Safety and Property Activity Plans

PE	Contact	Program Element Name FY2001 (Modified 03/05/2001)
DF	Jack Mills	DF Interdisciplinary Activity Plans
DI	Rich Fagan	DI Appropriate Mgt Level Established on Herd Management Areas
DJ	Jack Mills	DJ Land Use Plan Evaluations
DK	Ed Lorentzen	DK Threatened and Endangered Species Recovery Plans
DN	Jack Mills	DN Complete Land Use Plan Preparation Plan Document
DO	Jack Mills	DO Complete Land Use Scoping Report/Planning Criteria
DP	Jack Mills	DP Complete Draft Land Use Plan Draft EIS
DQ	Jack Mills	DQ Complete Proposed Land Use Plan/Final EIS
DR	Jack Mills	DR Complete Final Land Use Plan Record of Decision
DS	Jack Mills	DS Complete Draft EIS Level Land Use Plan Amendment
DT	Jack Mills	DT Complete EIS-Level Land Use Plan Amendment/Record of Decision
DU	Jack Mills	DU Complete EA-Level Land Use Plan Amendment/Record of Decision
EA	Tim Smith	EA Special Recreation Permits for Commercial & Organized Groups
EB	Tim Smith	EB Recreation Use Permits
EC	Lenore Thomas	EC Water Rights Actions
ED	Dianna Brink	ED Grazing Preference Transfers
EE	Dianna Brink	EE Grazing Permits/Leases Issued
EF	Dianna Brink	EF Grazing Use Authorizations Issued
EG	Mel Berg	EG Vegetative Permits/Contracts
EI	Ken Chan	EI Federal Fluid Minerals: Pre-Leasing
EJ	Ken Chan	EJ Federal & Indian Fluid Minerals Operations: APD
EN	Modesto Tamondong	EN Non-Energy Mineral Leases
EO	Modesto Tamondong	EO Non-energy Post-Lease Actions
EP	Mitch Leverette	EP Mineral Material Disposal
EQ	Dave McIlroy	EQ Lands/Realty Leases, Permits, Licenses and Easements
ER	Dave McIlroy	ER Rights-of-Way Actions
ES	Dave McIlroy	ES Recreation and Public Purpose Leases and Patents
ET	Dave McIlroy	ET Withdrawal Reviews
EU	Dave McIlroy	EU Land Disposals Completed
EW	Debra Marsh	EW New Mining Claims Recordation
EX	Jim Hamilton	EX Mining Operations Plans and Notices
EY	Jim Hamilton	EY Mining Claim Validity Determinations/Mineral Patents
EZ	Debra Marsh	EZ Mining Claim Fee Collections
FA	Debra Marsh	FA Annual Waiver of Mining Claim Maintenance Fee Documents
FB	Russ Kaldenberg	FB Cultural & Paleontological Resource Use Permits Processed
FD	Russ Kaldenberg	FD Non-Sec 106 Cultural Data Recovery/Recordation and Paleo Research
FF	Ken Chan	FF Reservoir Management Agreements
FG	Ken Chan	FG Reservoir Lease Adjustments
FH	Tim Smith	FH Special Recreation Permits for Non-Commercial Use
FI	Ken Chan	FI Federal Fluid Minerals: Post Lease Administration
FJ	Ken Chan	FJ Fluid Minerals Operations: Sundry Notice
HA	Tim Smith	HA Recreation Fee Sites Deferred Maintenance
HB	Merlin McDaniel	HB Recreation Site Construction and Maintenance
HC	Merlin McDaniel	HC Trail Construction and Maintenance
HD	Mel Berg	HD Forest and Woodland Management Treatments Applied
HF	Russ Kaldenberg	HF Cultural/Paleontological Properties Restored & Protected
HG	Rich Fagan	HG Wild Horses and Burros Adopted
HI	Rich Fagan	HI Wild Horses and Burros Prepared
HJ	Merlin McDaniel	HJ Bridge Inspections and Maintenance

PE	Contact	Program Element Name FY2001 (Modified 03/05/2001)
HK	Merlin McDaniel	HK Dam Safety Inspections and Maintenance
HN	Dave McInay	HN Land Acquisitions Completed
HO	Dick Forester	HO Hazardous Materials Risk Sites Responded to or Remediated
HP	Jim Hamilton	HP Abandoned Mine Land with Safety Hazards Mitigated/Remediated
HQ	Dick Forester	HQ Other Hazards Responded to or Remediated
HR	Merlin McDaniel	HR Administrative Site Construction & Maintenance
HS	Merlin McDaniel	HS Road Construction and Maintenance
HT	Ed Wehking	HT Fire Preparedness
HU	Ed Wehking	HU Wildfire Suppression
HV	Lance Bishop	HV Geographic Products and Services
JA	Dianna Brink	JA Shrub and Grassland Vegetation Treatments Applied
JB	Dianna Brink	JB Shrub, Grassland, PJ, Forest Projects Constructed
JC	Dianna Brink	JC Shrub, Grassland, PJ, Forest Projects Maintained
JD	Dianna Brink	JD Weed Treatments Applied
JE	Mel Berg	JE Forest and Woodland Restoration Treatments Applied
JF	Lenore Thomas	JF Lake/Wetland Treatments
JG	Lenore Thomas	JG Stream/Riparian Treatments
JH	Lenore Thomas	JH Lake/Wetland and Stream/Riparian Projects Constructed
JI	Lenore Thomas	JI Lake/Wetland and Stream/Riparian Projects Maintained
JJ	Rich Fagan	JJ Wild Horses and Burros Captured
JK	Dick Forester	JK Abandoned Mine Lands with Restored Water Quality
JL	Jim Francis	JL Fire Rehabilitation Treatments Applied
JM	Jim Francis	JM Fuel Management Treatments Implemented <u>Outside</u> the Wildland Urban Interface
JP	Ed Lorentzen	JP Special Status Species Recovery and Conservation Actions
JW	Jim Francis	JW Fuel Management Treatments Implemented <u>Within</u> the Wildland Urban Interface
MA	Tim Smith	MA Recreation Areas Evaluated
MB	Mel Berg	MB Forest and Woodland Treatments Evaluated
MC	Rich Fagan	MC Wild Horse and Burro Herd Census
MD	Paul Brink	MD Wilderness and Wilderness Study Areas Monitored
MF	Paul Brink	MF Wild & Scenic Rivers and Scenic & Historic Trails Evaluated
MG	Dick Forester	MG AML, HMM and NRDAR Sites Monitored
MI	Lenore Thomas	MI Air Resource and Climatological Monitoring & Evaluation
MJ	Dianna Brink	MJ Rangeland Health Evaluations
MK	Dianna Brink	MK Weed Treatments Evaluated
ML	Dianna Brink	ML Grazing Allotments Monitored
MN	Lenore Thomas	MN Lake and Wetland Monitoring
MO	Lenore Thomas	MO Streams/Riparian Monitoring
MP	Rich Fagan	MP Herd Management Areas Monitored
MQ	Ed Lorentzen	MQ Terrestrial Habitat Monitored
MR	Ed Lorentzen	MR Species Population Monitored
MT	Jim Francis	MT Hazardous Fuel Reduction Treatments Monitored
MU	Lenore Thomas	MU Water Resources Monitoring
MV	Tim Smith	MV Linear Recreation Objectives Evaluated
MX	Dianna Brink	MX Shrub and Grassland Vegetation Treatments Evaluated
MY	Russ Kaldenberg	MY Non-Section 106 Cultural and Paleontological Monitoring
MZ	Jim Francis	MZ Fire Rehabilitation Treatments Monitored
NA	Dianna Brink	NA Compliance Inspections on Grazing Allotments
NB	Ken Chan	NB Fluid Minerals Compliance Inspections
NC	Ken Chan	NC Reservoir Management: Drainage

PE	Contact	Program Element Name FY2001 (Modified 03/05/2001)
NF	Mitch Leverette	NF Mineral Materials Inspections and Production Verifications
NG	Modesto Tamondong	NG Solid Mineral Inspections and Production Verifications
NH	Dave McInay	NH Realty Compliance Inspections
NI	Jim Hamilton	NI Surface Management Inspections
NJ	Dave McInay, Jim Hamilton, Mel Berg	NJ Lands/Timber/Mineral Trespass and Unauthorized Occupancy Cases
NK	Rich Fagan	NK Wild Horse and Burro Compliance Checks
NL	Terry Carter	NL Resource/Property Incident/Violation Reports
NN	Terry Carter	NN Public Health and Safety Incident/Violation Reports
NO	Terry Carter	NO Enforcement Actions Investigated
NP	Dick Forester	NP PRPs Evaluated for Cost Recovery
NQ	Dick Forester	NQ Cost Recovery or Civil Enforcement Cases Processed
NR	Bonnie Edgerly	NR Fluid Minerals Compliance: Bonds
NW	Tim Smith	NW Special Recreation Permits Compliance: Non Commercial
NX	Tim Smith	NX Special Recreation Permits Compliance: Commercial & Org Groups
PA	Tim Smith, Tony Staed	PA Support Work for Recreation
PB	Sean Hagerty, Dave McInay, Tim Smith, Lavonia Silva, Tony Staed	PB Support Work for Commercial Activities
PC	Tim Smith, Dave McInay, Lavonia Silva, Tony Staed, Paul Brink	PC Support Work for Natural and Cultural Heritage
PD	Terry Carter, Tony Staed, Ed Wehking, Dick Forester	PD Support Work for Public Health, Safety and Property
PE	Lavonia Silva, Lance Bishop, Tony Staed	PE Support Work for Land, Resource and Title Information
PF	Russ Kaldenberg, Lavonia Silva, Tony Staed	PF Support Work for Economic and Technical Assistance
PG	Dianna Brink, Lenore Thomas	PG Support Work for Understanding the Condition of Public Lands
PH	Dianna Brink, Lenore Thomas, Jim Francis	PH Support Work for Restoring Health of the Public Lands
XA	Rob Cervantes	XA IT Systems Development
XB	Rob Cervantes	XB IT Hardware/Software Installation, Upgrade and Training
XC	Rob Cervantes	XC Implement and Maintain Communication Networks
XD	Rob Cervantes	XD IT Operations and Maintenance
XE	Rob Cervantes	XE Data Administration
XF	Rob Cervantes	XF IT Security
XG	Russ Miles, Dona Maxcy	XG Property, Space, Vehicle Fleet Management and Office Services
XH	Louise Tichy	XH Records, Central Files, Mailroom, Library and Directives
XI	Lavonia Silva	XI Payments, Billings and Collections
XJ	Rob Nauert	XJ Agency Financial System and Reports
XK	Dave Peeples	XK Procurement and Agreement System Management
XL	Sherian Long	XL Personnel Services
XM	Annisteen Tate-Cammack	XM Employee Development and Training
XN	Annisteen Tate-Cammack	XN Equal Employment Opportunity
XO	Jim Anger	XO Safety Program
XP	Dale Buffaloe	XP Management Analysis and Studies
XW	Rob Nauert	XW Budget and Finance
XX	Rob Nauert	XX Executive Leadership
XZ	Rob Nauert	XZ Operational Fixed Costs

PE	Contact	Program Element Name FY2001 (Modified 03/05/2001)
11	Dona Maxcy	11 Working Capital (Fleet Operations)
12	Dona Maxcy	12 Working Capital (Fleet Operations)
13	Dona Maxcy	13 Working Capital (Fleet Operations)
77	Lavonia Silva	77 Billings and Collections/Leave Taken